

YOUTH SERVICES POLICY

Title: Dual Career Ladder Policy for the Professional Information Technology Group Next Annual Review Date: 11/08/2014	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.52
	Page 1 of 4
References: Civil Service Rule No. 5.9; YS Policy A.2.45 "Performance Planning and Review"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/20/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To improve retention of highly skilled employees, increase promotional opportunities for qualified employees that do not require supervisory abilities or commitments; and to establish a formal policy within the Office of Juvenile Justice (OJJ) that will provide a Dual Career Ladder for the following Professional Information Technology job(s):

Information Technology Management Consultant 2-DCL.

III. APPLICABILITY:

All OJJ employees.

IV. DEFINITIONS:

Dual Career Ladder - a set of one or more non-supervisory jobs in a job series which receives higher pay than traditional non-supervisory jobs because they require performance of higher level, more complex duties and possession of advanced, specialized skills. The purpose of the dual career ladder is to provide another route of advancement for employees as an alternative to promotion to supervisory or managerial positions.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Chief of Operations, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

Regional Offices - regional probation and parole offices located throughout the state.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to:

- Encourage our most skilled and valuable employees to remain in OJJ by providing expanded career opportunities;
- Have equivalent or higher non-supervisory positions serve as mentors and as an expert resource to internal agency staff as well as external clients;
- Provide monetary incentives to employees requiring performance of higher level, more complex duties, and possession of advanced specialized skills;
- Minimize the annual turnover rate to below 10%;
- Encourage non-supervisory employees to attend occupational-specific training in their field of expertise;
- Encourage non-supervisory employees to attain industry-recognized certifications;
- Keep the supervisory/managerial ratio under 25% of the table of organization of Information Technology;
- Increase job satisfaction through reallocation or promotion based upon technical expertise rather than supervisory/managerial responsibilities; and
- Allow supervisors/managers to better perform their supervisory / managerial duties without being tied to detailed technical duties.

VII. PROCEDURES:

A. Newly Created or Vacant DCL Positions

Newly created or vacant DCL positions will be filled on a competitive basis according to the terms of the Department of Office Development Delegated Authority Agreement to post promotional vacancies. Positions will be announced via an internal posting upon approval from the Deputy Secretary or his/her designee. Applications will be received during the posting period and evaluated for eligibility based on the minimum qualification requirements and Civil Service selection criteria outlined in the announcement. Applications will then be routed to the Deputy Secretary or his/her designee. An interview panel consisting of the following will conduct structured interviews:

- Deputy Secretary or designee;
- Human Resources Director or designee;
- Any other person deemed appropriate by the Deputy Secretary.

The panel will submit the names of selected candidates to the Deputy Secretary/designee for final approval.

Applicants must demonstrate sufficient skills or expertise in a technical field relevant to the job specification, must have received a PPR rating of no less than "Achieves Expectations" in the two most recent evaluations, must continue educational training and research, and not have received disciplinary action during the three years prior to appointment. Positions will be filled competitively, with applicants undergoing a structured interview procedure before a preselected interview panel. Use of the DCL title will not exceed 15% of all professional funded positions in the Information Technology section.

B. Reallocated Positions

In cases where existing personnel and/or positions will be reallocated to DCL titles, OJJ will supply a detailed list to Civil Service containing specific locations, names and position numbers. This list will be considered as a supplement to this policy. Reallocations will be reviewed by the same panel that will conduct the structured interviews; the panel will submit the names of selected candidates to the Deputy Secretary/designee for final approval.

VII. SUPPLEMENTAL QUALIFICATION REQUIREMENTS:

The Professional Information Technology Group DCL positions require the following supplemental qualifications:

- A minimum of two (2) years of experience in the areas of expertise covered by the position; and
- Extensive and relevant training and currency of knowledge, in the areas of expertise.

VIII. SCOPE OF USE:

OJJ will use the attached job specifications (Supplement A) to support our DCL program.

The Professional Information Technology Group DCL positions are circumscribed by the regular and recurring presence of three (3) or more of the following characteristics:

- Performance of high-level, complex duties
- Requires advanced, specialized skills

- Is backed by substantial technical and/or professional training
- Works in areas of rapid innovation
- Contains potential for staff to receive industry-wide credentials
- Participates in and/or manages complex and/or sensitive agency assignments
- Belongs to committees of professional international/national/regional organizations in areas of job expertise
- Advises or consults with other agency entities or private enterprise providers
- Advises high-level officials concerning complex and/or sensitive issues

The implementation of this DCL program will be coordinated by the following:

- Undersecretary,
- Director of Human Resources, and
- Any other person deemed appropriate by the Deputy Secretary

IX. PROGRAM ASSESSMENT AND REPORTING:

At the end of each fiscal year, OJJ will compile a report detailing the implementation of the DCL policy for the preceding fiscal year. It will contain the following information:

- The number of DCL positions filled during the fiscal year;
- How the employees who filled these DCL positions were selected for inclusion;
- The two-year average performance ratings of those employees;
- Other substantive details about the DCL positions; and
- Progress toward the attainment of specified goals.

This report will be submitted to the Department of State Civil Service no later than forty (40) working days after the completion of the fiscal year.

Previous Regulation/Policy Number: NA

Previous Effective Date: NA



Attachments/References: Supplement A Job Specifications.docx